

**REQUEST FOR APPLICATIONS (RFA) #: 0807-10**

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF HUMAN SERVICES  
FAMILY SERVICES ADMINISTRATION**



**FY 2010 DISTRICT OF COLUMBIA  
FATHERHOOD INITIATIVE/COMMUNITY ACCESS PROGRAM  
(DCFI/CAP)**

The Department of Human Services (DHS) invites the submission of applications for funding to join the DHS DC Fatherhood Initiative (DCFI) under a Community Access Program social services network.

Announcement Date:	Friday, June 26, 2009
RFA Release Date:	Monday, June 29, 2009
Application Submission Deadline:	Friday, August 28, 2009 at <b><u>3:30 PM</u></b>

**LATE APPLICATIONS WILL NOT BE FORWARDED FOR REVIEW.**

# **NOTICE:**



## **PRE-APPLICATION CONFERENCE**

### **District of Columbia Fatherhood Initiative/Community Access Program RFA #: 0807-10**

**When:** Thursday, July 23, 2009

**Where:** Department of Human Services  
64 New York Avenue, N.E.  
Sixth Floor, Director's Conference Room  
Washington, DC 20002

**Time:** 12:00 AM – 2:00 PM

**Contact:** Priscilla Burnett

**Please RSVP as seating is limited to *Ms. Priscilla Burnett* no later than 4:45 PM on Wednesday July 22, 2009 on (202) 671-4738.**

**Checklist for Applications:  
DC Fatherhood Initiative (DCFI)**

- ☐ The applicant organization/entity has responded to all sections of the Request for Applications (RFA)
- ☐ The Applicant Profile, found in Attachment A, contains all the information requested.
- ☐ The Certifications and Assurances listed in Attachments B and C are complete and contain the requested information.
- ☐ The application is submitted with two original receipts, one copy found as Attachment D. The attachment is affixed to the outside of the envelope or package for Office of Grants Management's signature to verify timely receipt.
- ☐ The Program Budget is complete and complies with the Budget form in Attachment E of the RFA. The budget narrative is complete and describes the category of items proposed.
- ☐ The Work Plan is complete and complies with the Work Plan form found in Attachment F of the RFA.
- ☐ Organizations submitting an application through a collaborative partnership have provided all information requested in Attachment G, the Collaborative Commitment Form.
- ☐ The Staffing Plan is complete and complies with the Staffing Plan form found in Attachment H of the RFA.
- ☐ The applicant has read and signed Attachment I, the Statement of Confidentiality.
- ☐ Questions, where and when applicable, have been forwarded to the appropriate DHS staff person following the format found on Attachment J, the Applicant Questions Sheet.
- ☐ The applicant has completed and signed Attachment K, the Collaboration Certification form.
- ☐ The application is printed on 8½ by 11-inch paper, double-spaced, on one side, using 12-point type with a minimum of one inch margins.
- ☐ The program narrative section is complete and is within the twenty (20) page limit for this section of the RFA submission.
- ☐ The applicant is submitting the required six (6) copies of its application, including an original and five (5) copies.
- ☐ The application format conforms to the "Application Format" listed in Section VI of the RFA.
- ☐ The appropriate appendices, including individual resumes, licenses (if applicable), and other supporting documentation are enclosed.
- ☐ The application is submitted to Ms. Betty Ervin, Program Assistant, within the Office of Grants Management at 64 New York Avenue, Sixth Floor, **no later than 3:30 PM, EST on the deadline date of Friday, August 28, 2009**. Ms. Ervin may be reached at (202) 671-4397.



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**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF HUMAN SERVICES  
FAMILY SERVICES ADMINISTRATION**

**Request for Applications (RFA): # 0807-10**

**District of Columbia Fatherhood Initiative/Community Access Program  
(DCFI/CAP)**

**IMPORTANT NOTICE**

**The Department of Human Services (DHS) has awarded multiple grants through the DCFI/CAP. Previously successful applicants may not apply under this RFA notice.**

**SECTION I                      GENERAL INFORMATION**

**1      INTRODUCTION**

The development of the DC Fatherhood Initiative (DCFI) has established a coordination point for government and community based entities in the District to implement fatherhood programs and services. These activities address systemic environmental issues hindering fathers from continuous, voluntary involvement in their child's life.

Thus far, the DCFI has been successful for two reasons: (1) DCFI conducted a competitive process to engage community-based organizations to implement father-focused services at the grass-roots level; and (2) DCFI provides its sub-grantee partners with extensive grants management technical assistance to ensure that performance measures are clearly defined and that targeted goals are achieved.

Until recently, funding for DCFI was derived solely from The Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA), which created the Temporary Assistance for Needy Families Program (TANF). The District of Columbia established its TANF program in 1997 to support welfare reform goals. Under this program, States were allowed to develop strategies to meet the needs of low-income families and serve fathers. The widespread acceptance of fatherhood programs contributes to a greater understanding of the importance of father involvement, especially in low-income families. DHS is the lead agency in the District of Columbia for the implementation of the TANF Program, under PRWORA. DHS has utilized some \$1.3 million in TANF funds annually since 2001 to support the DCFI.

The DC Fatherhood Initiative/Community Access Program (DCFI/CAP) is being made available as a result of DHS' successful award of continuation grant funds through the FY 2009 US Department of Health and Human Services (HHS) Promoting Responsible Fatherhood continuation awards for the implementation of services under the Fatherhood Initiative Community Access Program.

The grant award is made pursuant to the legislative authority of the Deficit Reduction Act of 2005 (Public Law (P.L.) which amends Title IV, Section 403 (a)(2)(C) of the Social Security Act (42. U.S.C. 603 (a)(2)) to authorize competitive grants for States to develop and implement projects that support any of the three authorized activity areas: Healthy Marriage, Responsible Parenting and Economic Stability.

The objective of this effort is to provide a person-centric approach to service delivery that will meet the needs of fathers and their families to ensure that fathers have the fundamental skills necessary to contribute to the financial, emotional and social development of their children. In addition, the programs and services offered attempt to remove the barriers (economic, educational, social, etc.) that negatively impact a father's involvement and support with his family and child(ren).

## **2 BACKGROUND**

Extensive research clearly indicates that fathers are a necessary and vital part of a child's development. Strong linkages to a father's involvement in the life of a child have been found to effect socioeconomic indicators such as education levels, health status, and income. More often than not, these indicators also have a direct effect on whether or not a father forms a family with the birth mother and/or actively pursues a relationship with his child(ren).

In the District of Columbia, it is the obligation of public and private entities to assist in removing the barriers to positive male involvement and reduce fatherless-ness and unplanned births. As a result of the positive strides made on behalf of the mothers who are TANF eligible, the District of Columbia government opted to devote increased efforts to fathers in need in the City.

In 2001, the City Council of the District of Columbia amended the Child Support Enforcement Act to include diversions to incarceration. Those diversion activities include work preparation and skill programs; non-residential alcohol and substance abuse programs; and educational programs. The amendment further allows for the presumption of "willful violation" to be rebutted in the event a father was incarcerated, hospitalized, or disabled during the period of non-support.

On May 28, 2002, Mayor Anthony Williams issued Mayor's Order #2002-98, establishing the District of Columbia Fatherhood Initiative (DCFI), and announced its establishment at the National Partnership for Community Leadership's Fourth Annual International Fatherhood Conference, held in Washington, DC. The conference brought together a global audience of government, business, civic leaders, policy makers, service providers, and concerned citizens to discuss the social ramifications of the absent father.

The concept for the Initiative gained momentum through ongoing collaborative relationships with the Center for Workforce Development (CWD), the Center for the Study of Social Policy (CSSP), the National Practitioners Network for Fathers and Families (NPNFF), the National Partnership for Community Leadership (NPCL), and the National Fatherhood Initiative (NFI).

The District of Columbia Fatherhood Initiative (DCFI) combines expertise and best practice models, the resources of government agencies and the service commitment of community-based service partners to address the array of critical issues facing District fathers and their families.

The District of Columbia Department of Human Services (DHS) has implemented the DC Fatherhood Initiative (DCFI) program since 2001. It is located within the Family Services Administration.

### 3 TARGET POPULATION

Funds for this program are specifically intended for usage for fathers who are District of Columbia residents and are:

- Biologically or legally related to a minor child including expectant parents
- Custodial and non-custodial fathers
- fathers who are underemployed or unemployed fathers
- Fathers with low literacy/educational skills
- Previously Incarcerated Persons (PIP, Limited/Non-English Participants (LNEP), and teen parents.

DHS encourages application submissions from organizations with a proven record of success in serving the following populations:

#### **Previously Incarcerated Persons (PIP)**

DHS welcomes the opportunity to partner with organizations with the capacity (staff and/or resources) to assist previously incarcerated fathers navigate the many challenges and obstacles that stand in the way of reconnecting with family and friends, sustaining employment, and reintegrating into the entire community.

#### **Limited/Non English Proficient Residents (LNEP)**

DHS welcomes the opportunity to partner with organizations with the capacity (staff and/or resources) to meet the fatherhood/parenting needs of District of Columbia fathers with limited and/or no English proficiency.

#### **Teen Fathers**

DHS welcomes the opportunity to partner with organizations with the capacity (staff and/or resources) to meet the fatherhood/parenting needs of District of Columbia fathers who are at or under the age of nineteen (19).

### 4 ELIGIBLE ORGANIZATIONS/ENTITIES

Applications are requested from all non-governmental private entities including, grass-roots, community- and faith-based organizations that are non-profit social service providers.

However, unlike TANF funds, HHS has imposed the following eligibility requirements for sub grantees awarded funding through this grant:





1. Have social services as a major part of their mission;
2. Are headquartered in the District of Columbia and provide services in the local community
3. Have a total annual operating budget of \$300,000 or less, or
4. Have six or fewer full-time equivalent employees.

## **5 SOURCE OF GRANT FUNDING**

Pending their availability, funds are made through a HHS/Administration for Children and Families (ACF)/Office of Family Assistance (OFA), grant award to DHS of \$2 million per year, for a five-year grant term, pursuant to the legislative authority of the Deficit Reduction Act of 2005 (Public Law (P.L.) which amends Title IV, Section 403 (a)(2)(C) of the Social Security Act (42. U.S.C. 603 (a)(2)).

## **6 AWARD PERIOD**

Grant awards will be for an initial period not to exceed one (1) year from the date of execution. Options to renew may be offered contingent upon funding and the award recipient's ability to demonstrate success in the achievement of program goals and objectives.

## **7 GRANT AWARDS AND AMOUNTS**

DHS, through this RFA will make approximately (10) ten new sub awards in FY 2010 for an amount not-to-exceed \$50,000.00 each. Per HHS guidelines, as a Fatherhood Community Access (FCA) grantee, DHS may provide financial support in the form of sub grant awards to faith-based, local community, and grass-roots organizations. Of that maximum sub award, ACF expects that at least 50% of the federal funds awarded will be used to financially support service delivery at the local community level.

## **8 LIMITATIONS ON USE OF FUNDS**

Limitations on grant funds include the following: “(grant funds)...may not be used...for the purchase or improvement of land, or the purchase, construction, or permanent improvement...of any building or other facility.” (42 U.S.C. 106 –Section 9918 (a) (1)) Grant funds may not be used for the planning, developing or start-up of an organization.

## **9 PARTNERSHIP REQUIREMENT**

ACF is requiring DHS to award organizations that will provide services through a collaborative approach. Therefore, successful applicants will be those who describe their current community collaborative efforts and/or who certify that upon award, they will participate in the planning and execution of a DHS-specified number of program activities per month via the DCFI network approach. This method of service delivery will be designed by awardees and DHS and will

focus around projects outlined in the HHS authorized areas. Therefore, applicants should describe any current community collaborations as well as how they will incorporate these activities into their program plan. Example activities might include Ward or neighborhood specific recruitment efforts, combining resources for special events, mobilizing staff to conduct a job outreach campaign, etc. The certification to collaborate with other DCFI network members is provided as Attachment K. Please note that network activities will be a mandatory element of sub grant agreements and as such, applicants who do not submit a completed Attachment K will not be forwarded to the review panel for further consideration.

## 10 CONTACT PERSON

For further information, please contact Ms. Betty Ervin at the DHS, Office of Grants Management, 64 New York Avenue, N.E., 6th Floor, Washington, DC 20002, (202) 671-4397.

## 11 INTERNET

Applicants who obtain this RFA through the Internet are responsible for providing the Department of Human Services, Office of Grants Management, via email, fax, or regular mail, with the following information:

- Name of Organization
- Key Contact
- Mailing Address
- Telephone and Fax numbers
- Email Address

This information shall be provided so that the applicant can receive updates, answers to questions posed by other applicants, and any other revisions, modifications, or relevant information as related to the submission of applications for DC Fatherhood Initiative funding.

Please forward this information to Betty Ervin at: [betty.ervin@dc.gov](mailto:betty.ervin@dc.gov).

## 12 PRE-APPLICATION CONFERENCE

A pre-application conference for this funding stream will be held on **Thursday, June 25 2009** from 12:00 AM – 2:00 PM at the Department of Human Services located at 64 New York Avenue, N.E., Washington, DC 20002, sixth floor Director's Conference Room

## 13 EXPLANATIONS TO PROSPECTIVE APPLICANTS

Applicants are encouraged to mail or fax questions regarding this RFA to Ms. Betty Ervin, DHS/OGM Program Assistant, on or before **Monday August 24, 2009**. Questions received after the deadline date and time **WILL NOT** receive response. Please allow ample time for mail to be received prior to the deadline date and time. Please use Attachment J, Applicant Question Sheet, to forward questions to Ms. Betty Ervin who may be reached via fax at (202) 671-4399, or through email at [betty.ervin@dc.gov](mailto:betty.ervin@dc.gov).

## **SECTION II                      PROGRAM SCOPE**

### **14      PROGRAM OBJECTIVES**

The DHS maintains a commitment to assist sub grantees in the development of solid infrastructures that support programming and services designed to increase the involvement of fathers in the lives of their children.

DHS is seeking proposals from organizations aimed at the elimination of specific barriers that exist in the lives of both custodial and non-custodial fathers simultaneously. The Department further seeks to fund applicants who address the fundamental needs of the family through father-focused activities. A goal for 2009 is to identify and reconnect a minimum of 1000 fathers with their children. Reconnection as a result of program involvement may include increased financial support, quality time spent with the child and relationship with co-parent or guardian. Programs should increase father presence where appropriate by supporting access and visitation, team parenting, counseling, etc.

As stated, the DCFI/CAP is available as a result of a grant award issued to DHS by HHS/ACF. As such, sub grant activities have already been predetermined by ACF and includes the incorporation of domestic violence prevention into the three authorized areas and eligible activities identified below. ACF also requires DHS to seek applications from organizations that demonstrate an ability to work with a diverse set of project partners. As a result, DHS requests that applicants show evidence of how, through partnering and referral networks, the organization can expand their program offerings to fathers.

HHS-approved activity areas:

#### **1. Healthy Marriage**

Activities to promote healthy marriage or sustain marriage, such as:

- Skill-based marriage education;
- Marriage preparation programs;
- Premarital counseling;
- Relationship skill education with a special focus on how good relationship skills help to prepare men and women for healthy marriages;
- Counseling, mentoring and information dissemination about the benefits of marriage and two-parent involvement for children;
- Education regarding how to control aggressive behavior within the context of marriage, with a special focus on reducing and eliminating aggressive behavior and how it can contribute to healthy marriages; and
- Divorce education and reduction programs, including mediation and counseling.

## **2. Responsible Parenting**

Activities to promote responsible parenting, such as:

- Skill-based parenting education;
- Disseminating information about good parenting practices;
- Counseling, mentoring and mediation;
- Disseminating information on the causes of domestic violence and child abuse; and
- Encouraging child support payments.

## **3. Economic Stability**

Activities to foster economic stability, such as:

- Helping fathers improve their economic status by providing activities, such as Work First services, job search, job training, subsidized employment, job retention and job enhancement; and encouraging education, including career-advancement education;
- Coordinating with existing employment services, such as welfare-to-work programs, referrals to local employment training initiatives;
- Disseminating employment material; and
- Offering financial planning seminars, including those that improve a family's ability to effectively manage family business affairs through education, counseling, or mentoring on matters related to family finances, including household management, budgeting, banking and handling of financial transactions and home maintenance.

Per HHS requirements, applicants selecting to provide a skill-based activity must identify and describe the curriculum that will be administered.

Applicants may choose the following options when selecting authorized service areas and their associated activities:

1. If choosing (1) one authorized area – applicants must engage in 4 or more of the activities outlined under the specific authorized area.
2. If choosing more than one of the authorized areas – applicants must engage in 2 or more of the activities in each of their selected authorized areas.

***SPECIAL NOTE:*** Additional programmatic requirements are as follows:

1. Job Placement - Either as one of the activities chosen from the three authorized areas, or as an additional objective, each organization is required to provide job placement services to participating fathers. Job placement activities can be conducted by the organization or through referral to a job placement linkage. If job placement is done through referral, the application must include collaboration commitment document(s) (Attachment G) for each

job placement referral source.

2. Case Management - DHS seeks to fund applicants who can demonstrate their ability to track the progress and outcomes of fathers through individual assessment and case management. This method is required as a means of supporting a father's willingness to succeed and become an integral part of his child's/children's life. Therefore, case management must be a core component of all proposed service delivery strategies.
3. Voluntary Participation – The applicant must certify that participation in programs or activities is voluntary. As such, applicants must provide a clear and reasonable description as to how it will inform potential participants that their involvement is voluntary.
4. Domestic Violence – The applicant certifies that it will consult with experts in domestic violence or with relevant community domestic violence coalition in developing its programs or activities. If the applicant has already had consultation with domestic violence experts, then the applicant provides the entities consulted and the manner in which domestic violence will be addressed in its programs or activities.

## 15 **PERFORMANCE INDICATORS**

The applicant shall submit monthly reports to the DHS/DCFI Office by the fifteenth day of each month regarding the progress towards completion of tasks and requirements outlined in the scope of services. Such reports must contain the information in a format approved by the DHS/DCFI Office Grants Administrator. Be advised that at a minimum, reports shall contain the following performance indicators:

1. The number of planned versus actual enrollments in the program;
2. The number of identified employment barriers eliminated or significantly reduced as a result of enrollment into the program;
3. The number of full time employment opportunities resulting in the following:
  - a. Job retention for a minimum of 90 days (70% of eligible population required)
  - b. Earnings/Wage Gain (\$3,250.00 annual minimum)
4. The number of housing related achievements accomplished per month (i.e., from homeless to shelter; from shelter to independent living, etc.)
5. The number of health related screening programs participants engaged in during the grant period and/or the number of health interventions documented during the grant period;
6. The number of fathers who legally establish paternity and become actively engaged in the lives of their children and/or child's mother as a result of program enrollment involvement;
7. The number of fathers re-united/re-connected with their families as a result of program involvement (Reunified defined as increased financial support; time-spent with child and/or family, and marriage with birth mother);
8. The number of verified group/peer interaction sessions actually conducted verses those planned within the program design;
9. The extent to which previously incarcerated persons and persons with limited and/or non English proficiency were recruited and enrolled into the program;
10. Timely and accurate submission of narrative reports to DHS;
11. Timely and accurate submission of an invoice report (DHS 1713 Form & supporting

- documents) in accordance with the approved budget;
12. Timely and accurate submission of monthly tracking (Client Roster) depicting statistical information;
  13. Regular attendance and active participation in DHS sponsored trainings, professional development opportunities, outreach events, and quarterly network meetings.

### **SECTION III APPLICATION FORMAT**

Applicants are required to follow the format below and each application must contain the following information in this order:

**Applicant Profile** (See Attachment A)

**Table of Contents**

**Application Summary** (Not to exceed 3 pages)

**Project Narrative** (Not to exceed 20 pages)

**Program Budget and Budget Narrative** (Not counted in page total, Attachment E)

**Certifications and Assurances** (Attachments B and C, Not counted in page total)

**Appendices** (Attachments: Work Plan; F– Staffing Plan; H – Collaboration Commitment Form, G – Confidentiality Statement, I --Appropriate Resumes, Organization Chart, Position Descriptions: not counted in page total)

**The entire document must be double-spaced - including bullet items - on 8½ by 11-inch paper. Margins must be no less than 1 inch and a font size of 12-point is required (New Times Roman or Courier type recommended). Pages should be numbered. The review panel shall not review applications that do not conform to these requirements.**

#### **16 DESCRIPTION OF APPLICATION FORMAT**

The purpose and content of each section is described below. Applicants should include all information needed to adequately describe their objectives and plans for services. It is important that applications reflect continuity among the goals and objectives, program design, work plan of activities, and that the budget demonstrates the level of effort required for the proposed services.

##### **Applicant Profile**

Each application must include an Applicant Profile, which identifies the applicant, type of organization, project service area and the amount of grant funds requested. See Attachment A.

##### **Table of Contents**

The Table of Contents should list major sections of the application with quick reference page indexing.

##### **Application Summary**

This section of the application should be brief and serve as the cornerstone of the application. The application summary should highlight the major aspects of the objectives that are discussed

in depth in other sections of the application.

### **Project Narrative**

This section of the application should contain the narrative that justifies and describes the project to be implemented. The project narrative should include the following:

1. Description of the organization and the specific, measurable program objectives for the service area of the application.
2. Specific authorized activity selection(s) as well as the service(s) activities chosen for the project.
3. Detailed work plan for the entire project.
4. Proposed outcomes of the project for participating fathers.
5. Organizational history with the specified community in general.
6. Organizational history/experience with serving families within the chosen community in this capacity – if no experience has been acquired, describe how past linkages to the community will prove beneficial in this undertaking.
7. Qualifications of each organization and the staff proposed for this initiative. If staff will be hired, please include a job description for all proposed positions.

### **Program Budget and Budget Narrative**

A standard budget form is provided in Attachment E. The budget for this application shall contain detailed, itemized cost information that shows personnel and other direct costs for each network organization. Where funding will be supported by other operating revenues, to ensure optimal results, be sure to indicate this linkage in the detailed budget narrative. The budget narrative also shall contain a justification for each category listed in the budget. The narrative should clearly state how the applicant arrived at the budget estimates.

<b>Personnel:</b>	Show proposed salaries and wages for all project staff.
<b>Fringe Benefits:</b>	Include in proposed benefits comparable to those paid to the other members of the applicant's staff. Show fringe rate.
<b>Consultants / Experts:</b>	Show proposed contractor/consultant usage.
<b>Occupancy:</b>	Show rental or leasing of space for the project. Rents proposed must be comparable to prevailing rates in the surrounding geographic area.
<b>Travel and Transportation:</b>	Show proposed expenditures for travel, including estimated staff, consultant and participant travel. Include per diem and reimbursement policy.
<b>Supplies &amp; Minor Equipment:</b>	Show proposed supply purchases.
<b>Equipment:</b>	Show all proposed equipment purchases.
<b>Client Cost:</b>	Show all expenditures directly related to the client
<b>Communications:</b>	Show all proposed telephone services directly related to project activities.





- Other:** Maintenance services directly related to project activities. Include insurances, subscriptions and postage.
- Indirect:** Show calculation and indirect rate. No more than 5% of the grant award can be used for indirect/administrative cost.

Additionally, DHS has acquired an internet-based outcomes tracking system for sub-grant recipients to track performance and outcome measures. Applicants without internet access should include such costs into their budget as maintaining and updating information, and submitting reports, will require internet access.

### **Certifications and Assurances**

Applicants shall provide the information requested in Attachments B and C and return them with the application.

### **Appendices**

This section shall be used to provide technical material, supporting documentation and endorsements. Such items may include:

- Most recent audited financial statement;
- Indication of organizational status as a non-profit entity;
- Roster of the Board of Directors;
- Proposed organizational chart for the project;
- Organizational budget (as opposed to project budget);
- Letters of support or endorsements;
- Staff resumes (if applicable); and
- Planned job descriptions (if applicable).

## **SECTION IV SUBMISSION OF APPLICATIONS**

### **17 APPLICATION IDENTIFICATION**

A total of six (6) application submissions are to be submitted in a sealed envelope or package conspicuously marked "Application in Response to the District of Columbia Fatherhood Initiative, of the six (6) applications, one (1) must be an original. The Department will not forward the application to the review panel if the applicant fails to submit the required number of copies. Further, telephonic, telegraphic, or facsimile submissions **ARE NOT** accepted.

### **18 APPLICATION SUBMISSION DATE AND TIME**

Applications are due **by 3:30 PM on Friday, August 28, 2009.** All applications will be recorded and time stamped upon receipt. Applications **will not** be accepted at or after 3:31 PM on Friday August 28, 2009. Any additions or deletions to an application will not be accepted after the deadline.



## 19 LOCATION TO SUBMIT APPLICATION

The six (6) applications must be delivered to:

The Department of Human Services  
Office of Grants Management DCFI Office  
64 New York, Avenue, NE  
Sixth Floor  
Washington, DC 20002  
Attention: Ms. Betty Ervin

**Special Note: DHS/OGM is located in a secured building. Therefore, Applicants should allow at least one-hour before the 3:30 PM deadline to clear security checkpoints. The DHS/OGM IS NOT responsible for applications that are not received as a result of noncompliance to these new security delivery procedures.**

## 20 MAIL/COURIER/MESSENGER DELIVERY

Applications that are mailed or delivered by messenger/courier services must be sent in sufficient time to be received by the deadline at the above-stated location. Messenger/courier services delivering applications at or after a post-dated time will not be accepted. All deliveries must be made to the above address and not left at the security desk.

## SECTION V SCORING CRITERIA

### 21 REVIEW PANEL

The review panel will be composed of neutral, qualified, professional individuals who have been selected for their unique experiences in human service, data analysis, evaluation, and social services planning and implementation. The review panel will review, score, and rank each applicant's proposal. Upon completion of its review, the panel shall make recommendations for awards based on the scoring process. DHS shall make the final funding determinations based on scoring as well as ensuring that an appropriate level of authorized areas and activities will be operational within those neighborhoods whose demographics suggest the largest need for services.

### 22 SCORING CRITERIA

Applicants' proposal submissions will be objectively reviewed against the following specific scoring criteria.

#### **Criterion A: Program Design (Total 30 Points)**

1. The applicant provides a clear plan for how the organization will work to accomplish the identified service activities. The applicant further describes how the proposed activities and work plan will result in timely project start-up, in the accomplishment of project

objectives, and are consistent with program objectives described in the Program Scope.  
**(10 Points)**

2. The proposal clearly describes the methods to be used to outreach to the selected target population, engage in effective case management practices and how intake and referral methods will occur. In addition, information is provided that describes how the applicant will follow through with referrals as a means of tracking the success of fathers throughout the 12-month grant term.  
**(10 points)**
3. The proposal clearly delineates the following: (1) target father population(s) to be assisted through the project; i.e., previously incarcerated fathers, teen fathers, fathers with disabled children, etc., (2) the geographical location(s) of social service delivery; and, (3) the selected HHS authorized area and its eligible activities.  
**(10 points)**

**Criterion B: Organizational Capability and Relevant Experience (Total 40 Points)**

1. The applicant must demonstrate the organization's knowledge and experience relevant to the service activities selected the targeted geographical area, and the target population.  
**(15 Points)**
  - The applicant provides documented community ties (e.g. linkages with other community-based organizations) working with the target population, and the capacity to successfully meet the responsibilities associated with this grant.
2. The applicant outlines the specific activities to be taken to ensure that project goals support a collaborative approach to service delivery. (e.g., joint outreach programs; joint training schedules; combining budget resources to accomplish network goals; coordinated staff selection; unified congratulatory sessions; etc.)  
**(10 Points)**
3. Cultural competency and appropriateness (racial, ethnic, economic, gender, age, disability, etc.) of services are demonstrated.  
**(10 Points)**
  - Applicant has identified and has demonstrated an understanding of issues affecting the target population.
  - Applicant clearly defines how it will engage in outreach activities and/or linkages to other organizations in the community that direct that efforts to providing services to this population.
4. The applicant has a clear plan to hire or has qualified staff with the training and experience necessary to engage the selected target. The applicant also has the technical capability to maintain an information-base sufficient to produce required reports for DHS.  
**(5 Points)**

**Criterion C: Sound Fiscal Management and Reasonable Budget (Total 25 Points)**

1. The applicant provides evidence of sound fiscal management and financial stability and documents the availability of resources other than the grant funds requested to support the organization. The applicant demonstrates that the proposed budget(s) is reasonable, realistic and will achieve project objectives.  
**(10 Points)**
2. The applicant's grant budget, or organization budget, includes the allocation of funds to address (potential) language translation and interpretation needs/costs.  
**(5 Points)**
3. The applicant has provided a sustainability and enhancement plan to acquire additional resources to support the project beyond the availability of the grant funds.  
**(10 Points)**

**Criterion D: Overall Feasibility of the Project (TOTAL 5 POINTS)**

1. Applicant provides documentation that the proposed program will be fully supported by management and the governing body of the organization. (Parent organization, if applicable), in that the project is compatible with the mission of the organization and will be effectively coordinated and integrated with other planned activities.

**23 DECISION ON AWARDS**

The recommendations of the review panel are advisory only and are not binding on the Department of Human Services. The final decision on awards rests solely with the DHS Director. After reviewing the recommendations of the review panel and any other information considered relevant, the DHS Director shall decide which applicants to award funds and the amounts to be funded.

**24 DECISIONS ON SUBMISSIONS FROM CURRENT DCFI SERVICES PROVIDERS**

Community- and faith-based organizations who meet the eligibility criteria for this program and have received sub-grant awards to provide services under the DCFI program between FY 2002 and FY 2008, and whose application submission is recommended for award by the review panel, will have their programmatic and financial files reviewed for performance and compliance. DHS shall make the final decision on awards, and award amounts.

**SECTION VI GRANTEE RESPONSIBILITIES**

**25 GENERAL RESPONSIBILITIES**

The following tasks must be included and defined as part of all model programs:

- Applicant will provide services to eligible clients residing in one or more of the eight wards of the District of Columbia.

- Applicant will provide justification of the selection of the target population to include need of the community, demographics and number to be served.
- Applicants will provide a plan to obtain referrals of eligible participants.
- Applicant will develop a plan for engaging and assessing the needs of the referred families and individuals.
- The applicant must provide details about their involvement in the community they wish to serve, be specific about their current relationships and how those agencies will support this project.
- The applicant will describe how the model proposed will lead to maximum outcomes for the identified population.
- The applicant will identify the goal(s) to be targeted, the number of clients to be served, the number of expected outcomes, and the plan and methodology for measuring outcomes.

## **26 ADDITIONAL GRANTEE RESPONSIBILITIES**

- Participate freely with the DHS monitoring team, providing information as requested.
- Maintain a client tracking system and be willing to provide data to DHS as requested.
- Coordinate and maintain information for DHS regarding referrals made, follow-up, and outcomes of referrals.
- Based on the need and population to be served, ensure DHS that culturally sensitive activities will be utilized and that culturally trained staff will be part of the model proposed.
- Include in your model, a plan to ensure that program participants have a means to access additional sources of services and supports, as appropriate.
- Utilize a curricula when providing skills-based education activities
- Agree to participate in evaluation studies.

## **CONFIDENTIALITY OF RECORDS**

Information concerning referred families is strictly confidential and shall not be divulged to unauthorized persons. The applicant must demonstrate an ability to maintain the confidentiality of customer information and to report the information specified below to DHS. Specifically, the applicant must agree to and abide by the following conditions:

- Records shall be kept confidential and shall not be open to public inspection, nor shall their contents or existence be disclosed to the public. Records may not be divulged to unauthorized persons.
- No person receiving information concerning a customer shall publish or use the information for any purpose other than that for which it was obtained, reviewed, or presented.

- Whoever willfully discloses, receives, makes use of, or knowingly permits the use of information concerning a child or other person shall be guilty of a misdemeanor and upon conviction shall be fined not more than \$250.00 or imprisoned for not more than 90 days, or both. (D.C. Law §16-2363).
- All project staff, including volunteers, prior to engaging in work with customers and their families, shall sign a confidentiality statement. The applicant entity shall submit with the application a signed confidentiality statement, found in Attachment I, for each current staff person who will be working on the DCFI Program.

## 27 **LANGUAGE ACCESS ACT OF 2004**

The Language Access Act of 2004 was enacted by Mayor Anthony A. Williams on April 21, 2004. The Act's purpose is to provide greater access and participation in public services, programs and activities for residents of the District of Columbia with limited or no-English proficiency (LEP/NEP).

The Act requires four things from District government programs, departments and services with major public contact. These four things include:

1. Assess the need for language services (Annual Baseline Assessment).
2. Provide written translation of vital documents into any non-English language spoken by an LEP/NEP population that constitutes 3% or 500 individuals, whichever is less, of the population served or encountered, or likely to be served or encountered.
3. Provide oral interpretation for limited/non English-proficient residents seeking services and/or referrals (DC Language Access Line or Other).
4. Provide cultural competency training opportunities for staff person occupying public-contact positions within the organization (DHS sponsored and/or supported)

Applicants must factor into their budget, proposed costs for language translation and interpretation costs. Applicants may use the DC Language Access Line (Tele-Interpretation Service) provided by DHS for DCFI clients.

## 28 **AMERICANS WITH DISABILITIES ACT OF 1990 (ADA)**

During the performance of the grant, the Provider and any of its sub grantees shall comply with the ADA. The ADA makes it unlawful to discriminate in employment against a qualified individual with a disability. See 42 U.S.C. §12101 et seq.

## 29 **REPORTING**

The applicant shall submit a monthly report to the Grant Manager within the Department's DCFI Office by the 15<sup>th</sup> of each month. The information contained in the report will reflect the activity for the preceding month. All reports shall be in format provided by the DHS/DCFI. The monthly report must contain the following:



1. A narrative highlighting program activity, inclusive of staff information, special events, planning and implementation processes, accomplishments, challenges, and any other information deemed important. Also included in this narrative should be a summary of any programmatic-related evaluation activities that took place during the reporting period;
2. A detailed account of special outreach into previously incarcerated and limited and/or non English proficient communities;
3. A statistical overview of program participants during the reporting period, that includes residential location (Ward, Quadrant, Street), primary language, previous incarceration experience, employment gained, education level advancement, etc.;
4. Where necessary, copies of curriculum, educational/informational materials, outreach documents, etc.;
5. A complete and accurate monthly tracking form that indicates the required monthly father information;
6. A monthly client roster of cumulative enrollments, regardless of current status; and
7. An accurate invoice in accordance to the budget approved by DHS/DCFI.

The applicant shall ensure that all expenditures identified on the monthly invoice, and programmatic activities described in the program narrative, can be verified at any time after submission. DHS/DCFI reserves the right to review all fiscal and programmatic records for accuracy as related to the grant effort.

The applicant shall submit to DHS/DCFI a final report no later than the 30<sup>th</sup> day after expiration of the Grant Agreement, summarizing all service delivery data, accomplishments, issues, and recommendations.

Failure to comply with these requirements may result in a letter of noncompliance issued to the organization, and placed in the organization's file at the DHS/OGM.

### **Internet-Based Outcomes Tracking System**

The DCFI Office requires the submission of electronic monthly reports to track performance and outcome measures. DHS has acquired an internet-based outcomes tracking system for sub-grant recipients of the DCFI, to track performance and outcome measures. Applicants without internet access should include such costs into their budget as maintaining and updating information, and submitting reports, will require internet access.

Additionally, if awarded, applicants must agree to attend all necessary trainings, technical assistance sessions, etc., surrounding usage required electronic report.

## 30 UNUSUAL INCIDENTS

The applicant shall report unusual incidents by facsimile, email, or telephone to DHS/DCFI within 24 hours of the event, and in writing within five (5) days of the occurrence. An unusual incident is an event affecting staff or clients which is significantly different from the regular routine or established procedures. Examples include, but are not limited to: unusual death or injury; physical, sexual, or verbal abuse by staff or client towards staff or clients, staff negligence, fire, theft, and/or destruction of property, complaints for the target population, etc.

## 31 RECORDS

The applicant shall keep accurate records of activities of the project separate from those of other funding streams. When delivering services, the applicant must maintain records reflecting initial and periodic assessments, if appropriate, initial and periodic service plans, and the ongoing progress of program activities.

The applicant shall provide the DHS/DCFI, and any other authorized representatives of the Department of Human Services and the District Government, such access to program and financial records as may be necessary for monitoring purposes. To ensure confidentiality and security, records shall be kept in a locked file controlled by appropriate applicant staff.

The applicants shall retain records for at least three (3) years after the final closeout of the grant.

## 32 MONITORING

DHS/DCFI shall monitor and evaluate the performance of the applicant according to the scope of work and related service delivery standards set forth in the Grant Agreement. DHS/DCFI will make periodic scheduled and unscheduled site visits to monitor implementation of the scope of work and terms and conditions of the grant.

The applicant shall provide the Grants Manager, Grants Administrator, and any other authorized representatives of the District, such access to its facilities, records, clients and staff as may be necessary for monitoring purposes.

DHS/DCFI shall assign a staff person to monitor the program. The monitor shall review all written policies and procedures applicable to the program, review all monthly reports, conduct site visits, and hold periodic conferences with the applicant to assess the applicant's performance in meeting the requirements of the Grant Agreement.

## 33 TECHNICAL ASSISTANCE

Applicants will be expected to engage in on-going technical assistance. This assistance will look like, but not be limited to, monthly partners meetings, scheduled trainings, individual assessments, written and verbal, etc. Awarded groups **MUST** agree to send at least two representatives to each monthly partners meeting. Additionally, awarded groups **MUST** agree to submit information, statistics, or any other data deemed necessary by the DHS Grant Manager, or any other authorized District agent.



## 34 **SERVICE NEEDS ASSESSMENT**

Programs funded under this grant will be expected to maintain individual father case files, which include a monthly update of the tracking form. The service needs assessment is to be developed cooperatively by the applicant and the father to outline specific goals and services, including long- and short-term goals, and the plan to achieve the goals. The father must indicate their understanding and agreement with the plan by providing their signature and date on the appropriate form(s). The service needs assessment should be updated to reflect any changes in achieving the specified goals.

## 35 **EVALUATION**

The Grants Administrator shall be authorized to assess the applicant's performance with respect to accomplishing the purposes of the Grant Agreement. Specifically, the applicant's performance shall be assessed to determine the quality of the services delivered and the applicant's ability to deliver services according to the deadlines established in the Agreement.

## **SECTION VII ADMINISTRATIVE REQUIREMENTS**

### 36 **INSURANCE**

The applicant, when requested, must be able to show proof of all insurance coverage required by law. All applicants that receive awards under this RFA must show proof of insurance prior to receiving funds.

### 37 **AUDITS**

At any time or times before final payment and three (3) years thereafter, the District may have the applicant's expenditure statements and source documentation audited.

### 38 **NON-DISCRIMINATION IN THE DELIVERY OF SERVICES**

In accordance with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), as amended, no person shall, on the grounds of race, color, religion, nationality, sex, or political opinion, be denied the benefits of, or be subjected to discrimination under, any program activity receiving Fatherhood Initiative grant funds.

In accordance with the DC Human Rights Act of 1977, as amended, DC Official Code Section 2-1401.01 et seq., (Act) the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary actions.



In accordance with the DC Language Access Act of 2004, District government programs, departments, and services must assess the need for, and offer, oral language services and provide written translations of vital documents into any non-English language spoken by a limited or no-English proficient population that constitutes 3% or 500 individuals, whichever is less, of the population served or encountered, or likely to be served or encountered.

### 39 FAITH-BASED PROVISION

Religious organizations are eligible, on the same basis as any other organization to participate as long as their Federal Administration for Children and Families (ACF) funded services are provided consistent with the Establishment Clause and the Free Exercise Clause or the First Amendment to the United States Constitution, pursuant to 45 C.F.R. 260.34(b)(1).

No Federal ACF funds provided directly to participating organizations may be expended for inherently religious activities, such as worship, religious instruction, or proselytization. If an organization conducts such activities, it must offer them separately, in time or location, from the programs or services for which it receives direct Federal ACF funds under this part, and participation must be voluntary for the beneficiaries of those programs or services. *See* 45 C.F.R. 260.34(c).

A religious organization that participates in the DCFI program will retain its independence from Federal, State, and local government and may continue to carry out its mission, including the definition, practice and expression of its religious beliefs, provided that it does not expend Federal ACF funds that it receives directly to support any inherently religious activities, such as worship, religious instruction, or proselytization. Among other things, faith-based organizations may use space in their facilities to provide ACF funded services without removing religious art, icons, scriptures, or other symbols. In addition, a Federal ACF funded religious organization retains the authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis and include religious reference in its organization's mission statements and other governing documents. *See* 45 C.F.R. 260.34(d).

The participation of a religious organization in, or its receipt of funds from, a ACF program does not affect that organization's exemption provided under 42 U.S. 2000e-1 regarding employment practices. *See* 45 C.F.R. 260.34(e).

A religious organization that receives Federal ACF funds shall not, in providing program services or benefits, discriminate against an applicant or recipient of DCFI services on the basis of religion, a religious belief, a refusal to hold a religious belief, or a refusal to actively participate in a religious practice. *See* 45 C.F.R. 260.34(f).

Religious organizations that receive Federal ACF funds are subject to the same regulation as other non-governmental organizations to account, in accordance with generally accepted auditing/accounting principles, for the use of such funds. Religious organizations may keep Federal ACF funds they receive for services segregated in a separate account from non-governmental funds. If religious organizations choose to segregate their funds in this manner,



only the Federal ACF funds are subject to audit by the government under the program. *See* 45 C.F.R. 260.31(h).

<b>SECTION VIII</b>	<b>LIST OF ATTACHMENTS</b>
Attachment A	Applicant Profile
Attachment B	Certifications
Attachment C	Assurances
Attachment D	Original Receipts
Attachment E	Budget
Attachment F	Work Plan
Attachment G	Collaboration Commitment Form
Attachment H	Staffing Plan
Attachment I	Statement of Confidentiality
Attachment J	Applicant Question Sheet
Attachment K	Certification to Network



**ATTACHMENT A**

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF HUMAN SERVICES  
FAMILY SERVICES ADMINISTRATION  
DC Fatherhood Initiative/Community Access Program (DCFI/CAP)  
RFA # 0807-10**

**APPLICANT PROFILE**

<b>Applicant Information</b>			
Organization			
Contact Person			
Street Address			Ward
City	State	ZIP	
Phone	E-mail Address		
Fax	Tax I.D.		
Type of Entity	For Profit <input type="checkbox"/>	Non-Profit <input type="checkbox"/>	Other <input type="checkbox"/>
Budget, Total Funds Requested:			
<b>Program Description</b>			

## ATTACHMENT B



### GOVERNMENT OF THE DISTRICT OF COLUMBIA FAMILY SERVICES ADMINISTRATION



#### **Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact.

#### 1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code. and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

- (a) No Federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - III, "Disclosure of Lobbying Activities," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including sub-grants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.



2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS  
(DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

A. The applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and
- (e) Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F. for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

The applicant certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an on-going drug-free awareness program to inform employees about:
  - (1) The dangers of drug abuse in the workplace;



- (2) The applicant's policy of maintaining a drug-free workplace;
  - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
  - (1) Abide by the terms of the statement; and
  - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: Office of Research and Analysis, 441 4<sup>th</sup> Street, NW, 400 South, Washington, DC 20001. Notice shall include the identification number(s) of each effected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
  - (1) Taking appropriate personnel action against such an employee, up to and incising termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
  - (3) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (1), (c), (d), (e), and (f).

The applicant may insert in the space provided below the sites) for the performance of work done in connection with the specific grant:

Place of Performance

Street address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_



Drug-Free Workplace (Grantees who are Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, subpart F, for grantees as defined at 28 CFR Part 67; Sections 67.615 and 67.620—

- A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to:

DC Department of Human Services, Office of Grants Management, 64 New York Avenue, N.E., Sixth Floor, Washington, DC 20002 Attn: Ms. Joi Yeldell, Grants Administrator.

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As the duly authorized representative of the applications,  
I hereby certify that the applicant will comply with the above certifications.

Grantee Name and Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Application Number and/or Project Name: \_\_\_\_\_

Federal Tax Identification Number: \_\_\_\_\_

Typed Name and Title of Authorized Representative: \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ATTACHMENT C



**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF HUMAN SERVICES  
FAMILY SERVICES ADMINISTRATION**



### ASSURANCES

The applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements - 28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project.

Also, the Application assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of The applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of The applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 PL 91-646 which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et. seq.).
4. It will comply with the minimum wage and maximum hour's provisions of the Federal Fair Labor Standards Act if applicable.
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency of the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal-sponsoring agency



concerning special requirements of Law, program requirements, and other administrative requirements.

8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the
9. Environmental Protection Agency's (EPA), list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
10. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234-, 87 Stat. 975, approved December 31, 1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal Financial Assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
11. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et. seq.) By (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
12. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18. Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
13. It will comply, and all its contractors will comply, with; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title III of the Americans with Disabilities Act (ADA) (1990); Title IIX of the Education Amendments of 1972; and the Age Discrimination Act of 1975.



14. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, U.S. Department of Justice.
15. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
16. It will comply with the provisions of the Coastal Barrier Resources Act (P.L 97-348), dated October 19, 1982, (16 USC 3501 et. seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

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Signature & Title

---

Date



**ATTACHMENT D**

**ORIGINAL RECEIPT**

**Department of Human Services/Office of Grants Management**

**64 New York Avenue, N.E., Sixth Floor**

**Washington, DC 20002**

**Contact: Ms. Betty Ervin, Program Assistant**

**Phone: (202) 671-4397 or Email: [betty.ervin@dc.gov](mailto:betty.ervin@dc.gov)**

**DC Fatherhood Initiative/Community Access Program (DCFI/CAP) RFA # 0807-10**

**THE OFFICE OF GRANTS MANAGEMENT (OGM) IS IN RECEIPT OF AN  
APPLICATION FROM:**

\_\_\_\_\_  
(Contact Name/Please Print Clearly)

\_\_\_\_\_  
(Organization Name)

\_\_\_\_\_  
(Address, City, State, Zip Code)

\_\_\_\_\_  
(Phone/Fax)

\_\_\_\_\_  
(Ward)

\_\_\_\_\_  
(Amount Requested)

OGM USE ONLY

Please Indicate Time: \_\_\_\_\_

RECEIVED ON THIS DATE      /      /2009

(1) ORIGINAL and \_\_\_\_\_ COPIES.

Received by: \_\_\_\_\_

**APPLICATIONS RECEIVED AFTER 3:30 PM**  
**WILL NOT BE FORWARDED FOR REVIEW**



**ATTACHMENT E**

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF HUMAN SERVICES  
FAMILY SERVICES ADMINISTRATION  
DC Fatherhood Initiative/Community Access Program (DCFI/CAP) RFA # 0807-10  
BUDGET**

Agency: \_\_\_\_\_  
Service Area: \_\_\_\_\_  
Budget: \_\_\_\_\_

Date of Submission: \_\_\_\_\_  
Project Manger: \_\_\_\_\_  
Telephone #: \_\_\_\_\_

CATEGORY	ADMINISTRATION	PROGRAM SERVICE	TOTAL
SALARIES AND WAGES			
FRINGE BENEFITS			
CONSULTANTS / EXPERTS			
OCCUPANCY			
TRAVEL AND TRANSPORTATION			
SUPPLIES & MINOR EQUIPMENT			
CAPITAL EQUIPMENT & OUTLAYS			
CLIENT COSTS			
COMMUNICATIONS			
OTHER DIRECT COST			
INDIRECT COST / OVERHEAD			
TOTAL			

MAY BE SINGLE-SPACED



**ATTACHMENT F**

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF HUMAN SERVICES  
OFFICE OF GRANTS MANAGEMENT  
DC Fatherhood Initiative/Community Access Program (DCFI/CAP) RFA # 0807-10**

**WORK PLAN**

Agency	Submission Date
Ward	Project Manager
Budget \$	Telephone #
Measurable Objectives/Activities	
1. Objective:	
Activities:	
2. Objective:	
Activities:	

Please make copies if necessary.

MAY BE SINGLE-SPACED



**ATTACHMENT G**

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF HUMAN SERVICES  
FAMILY SERVICES ADMINISTRATION  
DC Fatherhood Initiative/Community Access Program (DCFI/CAP) RFA # 0807-10**

**COLLABORATION COMMITMENT FORM**

Please include information on this form about the activities and/or services that will be provided by the collaborating organizations. The application must demonstrate the level of effort for each partner, proposed services, and provide the budget costs of the collaboration in the applicant's application submission.

**Collaborating Organization(s):**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone & Fax Number:** \_\_\_\_\_

**Describe Collaboration(s): (Use additional blank sheets if needed.)**

The signatures below indicate that these organizations have collaborated on the development of the application and agree to continue the partnership throughout the implementation of the project as described in this application submission.

Authorized Representative(s)

Type Name(s): \_\_\_\_\_ Tel.: \_\_\_\_\_

\_\_\_\_\_ Tel.: \_\_\_\_\_

Signature(s) \_\_\_\_\_ Tel: \_\_\_\_\_

\_\_\_\_\_ Tel.: \_\_\_\_\_

Date: \_\_\_\_\_

**MAY BE SINGLE-SPACED**



**ATTACHMENT H**

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF HUMAN SERVICES  
OFFICE OF GRANTS MANAGEMENT  
DC Fatherhood Initiative/Community Access Program (DCFI/CAP) RFA # 0807-10**

**STAFFING PLAN**

Organization: \_\_\_\_\_

Date of Submission: \_\_\_\_\_

NAME	POSITION TITLE	FILLED/ VACANT	ANNUAL SALARY	% OF EFFORT	START DATE

Director's Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**ATTACHMENT I**

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF HUMAN SERVICES  
FAMILY SERVICES ADMINISTRATION  
DC Fatherhood Initiative/Community Access Program (DCFI/CAP) RFA # 0807-10**

**STATEMENT OF CONFIDENTIALITY**

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I, \_\_\_\_\_ hereby affirm that I will hold confidential any information gathered or disclosed to me as a DCFI/CAP project staff member/volunteer as set forth in Section §16-2363 of the Prevention of Child Abuse and Neglect Act of 1977. I also affirm that I will not disclose any information from any DCFI/CAP project meetings that is not a matter of public record.

I understand that the unauthorized disclosure of any information divulged to me pursuant to D.C. Law §16-2363 will be considered a misdemeanor and upon conviction thereof, subject me to a \$250 fine or imprisonment for not more than ninety (90) days, or both under D.C. Law §16-2363, unless released for purpose related to the treatment of the child and/or his/her family.

By signing the document, I acknowledge that I have read and fully understand the statement contained herein.

\_\_\_\_\_  
Signature/Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Organization





**ATTACHMENT J**

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF HUMAN SERVICES  
OFFICE OF GRANTS MANAGEMENT**

**DC Fatherhood Initiative/Community Access Program (DCFI/CAP) RFA # 0807-10**

**APPLICANT QUESTION SHEET**

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**INSTRUCTIONS:** Please fully complete this form and submit to: Ms. Betty Ervin, Office of Grants Management Fax (202) 671-4399.

**APPLICANT INFORMATION:**

Company Name: \_\_\_\_\_ City/ State: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Tele No.: (\_\_\_\_) \_\_\_\_\_

Contact Email: \_\_\_\_\_

**REFERENCE INFORMATION:**

Section No. \_\_\_\_\_

Page No. \_\_\_\_\_

**QUESTION:**

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***Note:***

- Applicants are reminded that questions such as the above do not amend the RFA. The RFA may only be amended by a duly authorized written amendment.
- Applicants (and subcontractors, etc) may ask questions provided such questions are put in writing on this form and delivered to the District. The District does not guarantee that all questions will be answered before time for receipt of proposals.



**ATTACHMENT K**

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF HUMAN SERVICES  
FAMILY SERVICES ADMINISTRATION  
DC FATHERHOOD INITIATIVE COMMUNITY ACCESS PROGRAM  
(DCFI/CAP) RFA # 0807-10**

**COLLABORATION CERTIFICATION**

**Applicant (Organization) Name:** \_\_\_\_\_

**Community & Ward Affiliation:** \_\_\_\_\_

By signing below, the applicant understands and commits to actively engaging in various collaborative efforts on a monthly basis with DHS and other DC Fatherhood Initiative (DCFI) and DC Fatherhood Initiative Community Access Program (DCFI/CAP) grantees, throughout the term of the grant program.

Collaborative efforts can include, but not be limited to: outreach and recruitment events (to include efforts targeting limited/non-English proficient communities); joint programmatic workshops, seminars and trainings; Job, Health, or Financial Literacy Fairs; etc.

Collaborative efforts will be coordinated jointly by awardees and DHS staff. Therefore, individual grantees are encouraged and supported in crafting collaborative efforts that fit community-specific needs.

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***CERTIFICATION***

*As an applicant to the DHS FAMILY SERVICES ADMINISTRATION, I hereby certify that if awarded funds under the DC Fatherhood Initiative Community Access Program (DCFI/CAP),*

*(Name of organization) \_\_\_\_\_ will fully engage and participate in collaborative efforts on a monthly basis with DHS and other DCFI/CAP awardees.*

*I further understand that failure to actively engage and participate in these collaborative efforts each month will place my organization in non-compliance with the grant terms specified in the sub-grant agreement. Furthermore, that non-compliance can result in the suspension and/or termination of my award under this grant program.*

**AUTHORIZED REPRESENTATIVE:** \_\_\_\_\_  
(PLEASE PRINT NAME)

**TITLE OF REPRESENTATIVE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_